

**WESTHAVEN COMMUNITY SERVICES DISTRICT**  
Regular Meeting Minutes  
September 16, 2020

**1. CALL TO ORDER**

Board President Hankin called the meeting to order at 6:35 PM. In attendance were:

Board Members: Hankin, Verick, Cline, Swisher & Phipps

Absent: None

Staff: Rosenblatt & Levang

Guests: Elaine Weinreb

**2. PUBLIC COMMENT**

None at this time

**3. AMEND / APPROVE ORDER OF AGENDA ITEMS**

Verick moved to approve the order of agenda items. Seconded by Hankin; all approved.

**4. AMEND / APPROVE MINUTES**

August 19, 2020 Regular meeting minutes

Amend minutes as follows:

- Page 3, item 7, 2<sup>nd</sup> paragraph, change ~~“Cline commented on staff’s ability to maintain the website”~~ to read, **“Cline expressed concern about additional staff time required to maintain the website”**.
- Page 3, item 8 bottom line change ~~waterlines~~ to **“water lines”**.
- Page 4, item 11, after group discussion decided to change Two ~~Creek~~ to read **“Two Creeks”**.
- Page 4, Item 10, last sentence change ~~evasive~~ to **invasive**.

Verick moved to approve the minutes as amended. Seconded by Hankin; all approved.

**5. FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS**

5.1 Directors’ Report – monthly billing and collections – discussion

The Board packet contained Directors report. Total August water sales were \$24,477.99 and total receivables were \$24,351.36.

There was a brief conversation regarding heavy water usage versus water leaks and the status on overdue customer payments. Rosenblatt said that activity on customer payments was normal.

5.2 Water Consumption and Sales – discussion

Board packets contained Water Consumption and Billings-Commodity Charges Only report.

August gallons billed 782,340; average gallon per day per meter readings 132, per person 60; average monthly charge per account \$54.46; total monthly charges \$11,492; monthly deviation from budget \$3,149; cumulative deviation \$9,927.

Cline questioned why the column “Total non-zero meters” went from 201 to 211 between June 2019 and June 2020. Rosenblatt explained that was due to people with vacation homes spending more time in their Westhaven residence.

5.3 Income/Expense Report – discussion

Board packets contained an Income/Expense Report for August. Total income \$21,014 total expense \$14,135 with a net operating income of \$6,879.

Under Capital/Other Expense section and under the column Jul ’20 thru Aug 2020 the spreadsheet formula needs to be updated to correctly reflect the totals.

5.3.1 New Well Report

Board packets contained a new well report for expenses as of August 31, 2020. Total expenses to date \$56,934.09. There was only one additional expense in the month of August. There will be more expenses next month.

5.4 Finance Officer's Recommendations – No recommendations.

5.5 Treasurer's Report and Recommendations – discussion

Board packets contained a copy of the August Treasurer's report. Account balances were as follows: Capital Reserves \$242,425.45; Operating Reserves \$51,898.30; DWR Reserve CD \$28,670.20; DWR Loan Savings \$11,034.64; Checking Account as of 9/10/2020 \$26,195.45. No comment

5.6 January/February Warrants – discussion / approval

The board questioned check #6407, \$4500 to GR Sundberg, which was to put in the new hydrant and reimbursed by the customer; check #6419, \$13,200.395 the Districts bi-annual payment to Department of Water Resources for the District loan, and check #6431, \$412 to Robin Jordan Professional Services, for creation of deeds to have the 3 parcels of land on 4<sup>th</sup> Avenue made into 1 parcel. The creation of deeds expense may not be a reimbursable expense but Rosenblatt felt it would save the District money in the long run to pay one County Services Area 4 assessment parcel fee instead of three.

Hankin moved to approve warrants #6406 through #6433 and one online federal payroll tax deposit and one online state payroll tax deposit, grand total \$31,110.87. Seconded by Verick; all approved

**6. MANAGER'S REPORT**

6.1 Water Loss – small system leak. Discussion

Board packets contained a summary table of 13 month water loss history. August water loss is at 16.5%, average water loss in the last 13 months is 21.8%.

Brief discussion regarding water leaks. Rosenblatt reported a district leak at a flushing point at 980 S. Westhaven Drive. He is going to repair and replace the flushing point with a fire hydrant.

6.2 Updated on Prop 84 grant status

Final report has been accepted by the State and we are waiting for the final payment.

6.3 WCSD COVID 19 response: credit card payments

Levang reported seven customers made online payments in August totaling \$764.86. 4% fees charged to customers \$30.59. Total Merchant fees charged to WCSD \$73.24. The fees were charged on August 11<sup>th</sup>. Roxanne will research how the merchant fees are being charged to ensure the District isn't paying more than the 4% fee to process online payments.

6.4 Resolution for Woodworth's identification of leak location, start a (annual) friend of the district award? Discussion/approval

Verick drafted Resolution 2020-7 commending Allen and Rebecca Woolworth for outstanding service in identifying the large leak May, 2020. After brief discussion Verick requested the following corrections:

- 3<sup>rd</sup> Whereas: change "~~was contemplating~~" to read "*had begun*"
- 4<sup>th</sup> Whereas: change repair the leak without having ~~to turn off~~, to "*continue turning off*".

Verick moved to approve Resolution 2020-7 as amended. Seconded by Cline; all approved

**7. PROCEDURE FOR TRANSFER OF ALLOTMENTS.** Review of current ordinance.

Ordinance 2013-1, An Ordinance Establishing priorities for Providing Water Service Allotments, was in the agenda packet. The ordinance establishes the meaning of allotments, however a board Resolution explains the transfer process. Phipps requested clarification of the allotments process and after reviewing the ordinance said that it was understandable. He had no further questions or concerns. Rosenblatt said that Section 401 A through 402 are relevant to the State compliance order. Hankin directed staff to forward the relevant ordinance and resolution to Phipps for review. Phipps will let Hankin know if he wants further discussion added to next month's agenda.

**8. DISTRICT WEB PAGE UPDATE**

8.1 Revised WCSD web page design and content. Hankin  
Hankin displayed the WCSD website on the computer screen and gave a brief overview. Rosenblatt thanked Hankin for all his work. There was discussion of rewriting the Mission statement. Cline shared her recent research on Mission statements. She said that it should be a short and specific statement of what the District does. She suggested looking at Trinidad Museum, and Coastal Commission as good examples of mission statements. Hankin suggested the board submit a mission statement for discussion not less than one week before the October 21<sup>st</sup> board meeting. Staff will send a reminder to the board. Verick asked if the website was compliant. Hankin said not entirely and that he would research what else we needs to include. Swisher asked if the annual quality water report was a requirement. There was a discussion of photographs to include on the website, Hankin invited Board members to submit photographs.

**9. ONGOING DISCUSSION OF SRF DBP PLANNING GRANT**

9.1 Update on SHN activities required to secure permits for well drilling.

The Planning Division Decision Packet was included in the board packet for review and discussion. The District is approved for the 4<sup>th</sup> Avenue well sites. Ground breaking for the wells hopefully will be Oct/Nov 2020. Part of the plan is to put water lines from the wells to the plant. Rosenblatt reported that he did not receive any comments from agency stakeholders, however he did hear from neighbors, Ware and Eisner. They requested to see the official plan. They expressed concern on how the District wells may affect their wells. Rosenblatt contacted both of them by email.

9.2 Update on progress for well site 3 with LACO for CDP#2.

Rosenblatt reported he has the documents ready to request permits for the site and for the water lines for all three sites.

**10. TECHNICAL ASSISTANCE GRANT FROM DEPT OF FINANCIAL ASSISTANCE**

10.1 Update on status and scope of the technical assistance grant from DFA.

Rosenblatt reported that all grant documents have been signed. Rosenblatt is working with Pace Engineers and everything is moving forward. The week of October 19 is the target date to start a multi process filter mock up to begin collecting baseline data. They are gathering data to do an analyses on how effective the new treatment process will be. Verick thanked Rosenblatt for the great work he is doing on this project.

**11. NEW ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS**

- WCSD Mission Statement Discussion/approval

**12. ADJOURN**

Hankin adjourned the meeting at 7:55 PM.

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Respectfully Submitted,

Roxanne Levang, WCSD Secretary